

E-MACS User Guide

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E-MACS Overview

The Minnesota Appellate E-Filing Application (E-MACS) provides the ability for users to electronically file documents with the Clerk of Appellate Courts in cases pending before the court of appeals and the supreme court. Electronic service may also be accomplished, in some cases, when documents are e-filed with E-MACS.

E-filing with the appellate courts will offer users the following benefits:

- **Convenience:** E-MACS offers one electronic location at which you can at any time prepare, file, and (in some cases) serve documents electronically, as well as access notifications received on recent cases.
- **Availability and access:** E-MACS is available 24/7, and filings submitted before 11:59 p.m. will be considered submitted that day, even when the clerk's office is not open. If accepted by the clerk's office after review, submissions will be considered 'filed' as of the date of submission.
- **Cost-efficiency:** Electronic filing and service will reduce the number of paper copies needed for the courts and for you and/or your client.

Who may e-file with the Appellate E-Filing Application?

Initially, only those authorized by order of the Minnesota Supreme Court will be allowed to register for E-MACS, to file documents related to appeals.

After an initial pilot project with the appellate public defender's office, the supreme court is expected to authorize additional groups of attorneys, court reporters, and self-represented parties to participate, and to expand e-filing to additional types of appeals.

How do I begin e-filing?

Refer to the Registering for E-MACS section for information on getting started using E-MACS.

Refer to the Frequently Asked Questions for other helpful information about E-MACS.

E-MACS Registration

Requesting access to E-MACS involves creating a user account and taking a test on the e-filing training materials. After entering your registration information, you will be required to take a test to promote understanding the rules and methods for using E-MACS.

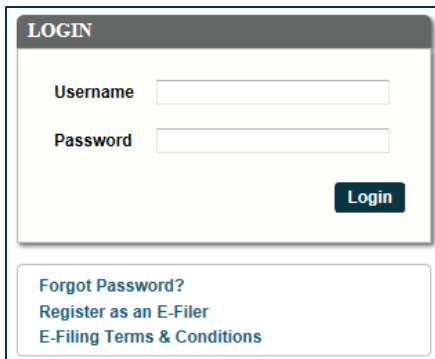
After registering, your account will be reviewed by the clerk's office within 2 business days. If approved, you will be notified via e-mail and will then be able to e-file with E-MACS.

Note

Attorneys can e-file immediately after entering their registration information. While attorneys have to take and pass the test, they do not need to await account approval to e-file.

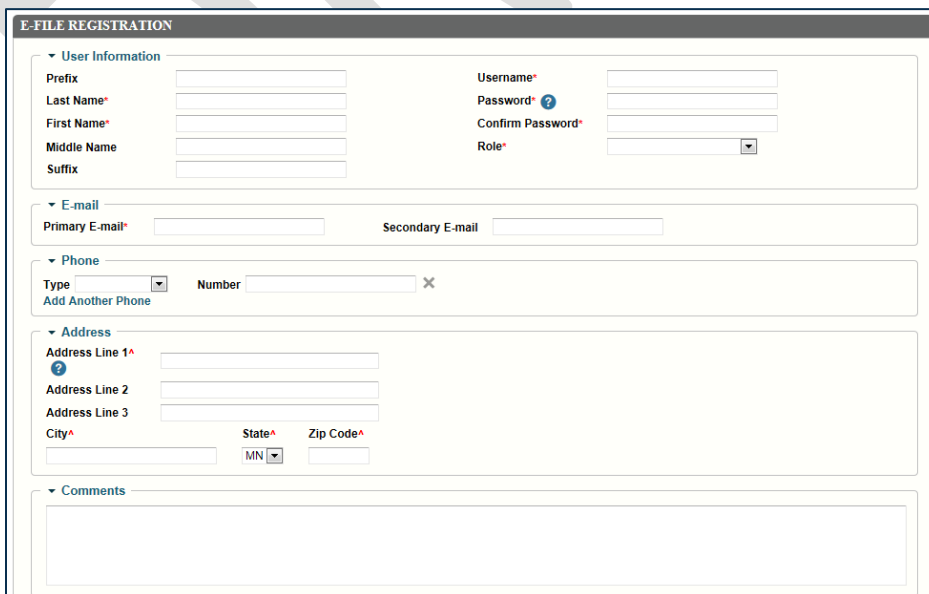
Entering Registration Information

1. On the E-MACS login page, click **Register as an E-Filer**.



The login form is titled "LOGIN" and contains two input fields: "Username" and "Password". Below these fields is a "Login" button. At the bottom of the form, there are three links: "Forgot Password?", "Register as an E-Filer", and "E-Filing Terms & Conditions".

2. Enter your requested information into the available fields. Note that required fields are indicated in E-MACS with a red asterisk (*).



The registration form is titled "E-FILE REGISTRATION" and is divided into several sections. The "User Information" section includes fields for Prefix, Last Name*, First Name*, Middle Name, Suffix, Username*, Password*, Confirm Password*, and Role*. The "E-mail" section includes fields for Primary E-mail* and Secondary E-mail. The "Phone" section includes a dropdown for Type and a text field for Number. The "Address" section includes fields for Address Line 1^, Address Line 2, Address Line 3, City^, State^ (with a dropdown menu), and Zip Code^ (with a dropdown menu). The "Comments" section is a large text area at the bottom.

Registration Field Options:

Field	Description
<i>Prefix, Last Name, First Name, Middle Name, Suffix</i>	Name information of the registrant.
<i>Username, Confirm Username</i>	The username selected by the registrant. A username must not already be in use by another user in E-MACS.
<i>Password, Confirm Password</i>	Password must be 6-8 characters.
<i>Role</i>	The role of the registrant.
<i>Attorney Bar ID</i>	If "Attorney" was selected from the Role drop-down list, the registrant's bar ID must be entered here.
<i>Primary E-mail, Secondary E-mail</i>	<p>The e-mail addresses of the registrant. Note that only Primary E-mail is required and must be unique to E-MACS.</p> <p>The primary e-mail address is where registration confirmation will be sent after the registration process, along with any other notifications generated from E-MACS.</p>
<i>Phone Type, Phone Number</i>	The phone number(s) of the registrant. Click Add Another Phone to add additional phone numbers.
<i>Address Line 1, Address Line 2, Address Line 3, City, State, Zip Code</i>	The address of the registrant. Each address line is limited to 50 characters.
<i>Comments</i>	Comments the registrant would like to send to the clerk's office.

3. In the Verification section, type the two words displayed in the image into the available field.

3. Ensure that you have read the Terms and Conditions and check the checkbox indicating you've done so.

4. Click **Next**.

You will then be brought to the test. Refer to the next page for details.

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Registration Test

To promote understanding of the rules and methods for using E-MACS, users are required to take and pass a short test before being authorized to use E-MACS. You can review E-MACS rules and procedures by referring to the E-MACS frequently asked questions and the rest of this help system.

The test consists of multiple-choice or true/false questions and should take about 10 minutes to complete. You need to answer at least 80% of the questions correctly to pass the test, and you can retake the test as many times as needed until you pass (you will be given the option to review your answers before retaking). If necessary, you can log out of E-MACS and log back in later to retake the test.

Taking the Test

1. When prompted to take the test after entering your user information, click **Begin Test**.
2. Select answers to the questions.

Note

Navigate through the test by using the **Previous** and **Next** buttons, not the "Back" and "Forward" buttons on your browser.

3. After answering the final question, click **Submit**.
4. Click **OK** to confirm the test submission.
5. **If you fail the test:**
 - a. (optionally) Click **Print Answers** to view your test results in a separate window.
 - b. Click **Restart Test** to take the test again.

If you pass the test:

- a. (optionally) Click **Print Answers** to view your test results in a separate window.
- b. Check the primary e-mail account you entered during E-MACS registration for a link you must click to continue the registration process. You must click the link within 24 hours.

Note

It is possible that any new e-mails generated by E-MACS may be directed to your e-mail account's junk or spam folder, depending on how your e-mail account is configured. Make sure to monitor such folders for any E-MACS correspondence.

Attorneys can immediately access E-MACS and e-file at this point.

All other account holders who have passed the test must monitor their e-mail for a message from the Clerk's Office stating that their account is under review. Upon approval of your account (at which point you will receive an e-mail notification from which you must click a link), you will be able to use E-MACS.

Maintaining Account Information

From any page within E-MACS, you can access your account information and make changes.

Updating Your Account Information

1. While logged in to E-MACS, click your username at the upper-right portion of any page.



2. From the options that appear, click **My Account**.
3. Update your information as needed.

USER ADMINISTRATION

▼ User Information

Last Name*

Smith

First Name*

Jane

Middle Name

Suffix

Notification Type

All

Username

jsmith

New Password

Confirm Password*

Prefix

▼ Attorney Information

Attorney Bar ID*

000XXXXXX

▼ E-mail

Primary E-mail*

jsmith@myemail.com

Secondary E-mail

▼ Phone

Type

Mobile Phone

Number

612-555-1234

Add Another Phone

▼ Address

Address Line 1*

123 Any St.

Address Line 2

Address Line 3

City*

Minneapolis

State*

MN

Zip Code*

55417

Save

Field	Description
User Information section	
<i>Prefix, Last Name, First Name, Middle Name, Suffix, Prefix</i>	Name information of the user.
<i>Username</i>	The username of the user. <u>This cannot be changed.</u>
<i>New Password, Confirm Password</i>	Password must be 6-8 characters.
<i>Notification Type</i>	The method by which the user is notified by E-MACS. Option include "Application Notifications" (notified within E-MACS), "E-Mail" (notified via e-mail only), or "All" (notified by both methods).
Attorney Information section	
<i>Attorney Bar ID</i>	The user's bar ID.
E-Mail section	
<i>Primary E-mail, Secondary E-mail</i>	The user's e-mail addresses. Note that only Primary E-mail is required and must be unique to E-MACS.
Phone section	
<i>Phone Type, Phone Number</i>	The user's phone number(s). Click Add Another Phone to add additional phone numbers.
Address section	
<i>Address Line 1, Address Line 2, Address Line 3, City, State, Zip Code</i>	The address of the user. Each address line is limited to 50 characters.

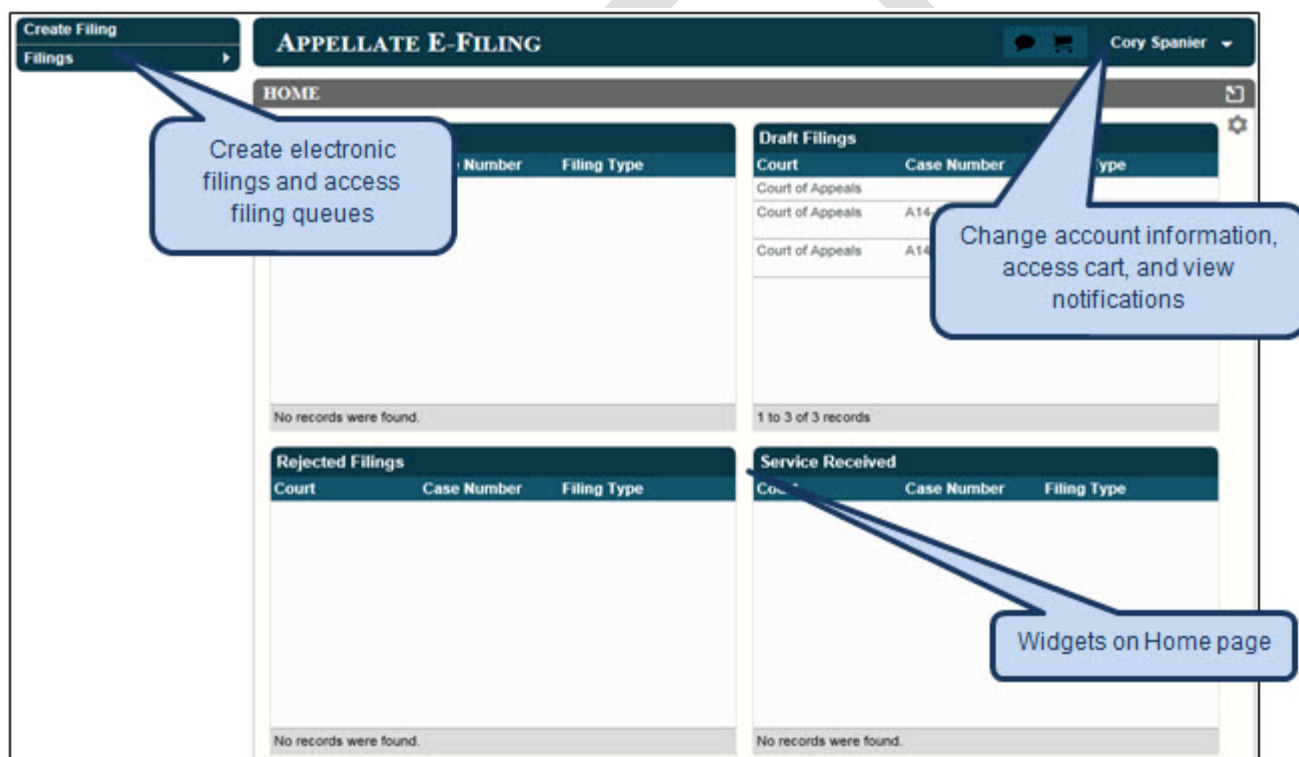
- Click **Save**.

Home Page

Upon accessing E-MACS, you will be presented with the Home page, which will resemble the figure below. From the Home page, you can begin a new filing, access previous filings, access your cart, view notifications, and other tasks.

Featured on the Home page are summaries of your filings: draft filings, filings pending clerk review, accepted filings, rejected filings, and error filings. You can also display summaries of filings with which you have been served, and the contents of your cart. You can control which summaries display on the Home page by clicking the gear icon in the upper right portion of your screen and checking the box next to the summaries you want to display.

More complete information about your filings is available in the filing queues, accessible by hovering over the **Filings** tab in the upper left. These queues – for draft, pending clerk review, accepted, rejected, and error filings – contain links to your filings from the preceding 60 days (the queues will not display filings older than 60 days). Please see the Using the Filing Queues section for more information.



Managing the Home Page View

1. From the **Home** page, click the gear icon (⚙️).
2. Check/uncheck the elements you would like to add to or remove from the **Home** page.

Widgets		
<input type="checkbox"/>	Name	Description
<input checked="" type="checkbox"/>	Approved Filings	Displays all filings the current user submitted and have been approved by the court
<input checked="" type="checkbox"/>	Cart Activity	Displays all filings the current user has added to their Cart
<input checked="" type="checkbox"/>	Draft Filings	Displays all filings the current user created but has not yet submitted
<input checked="" type="checkbox"/>	Error Filings	Displays all filings the current user has submitted but failed to be received by the court
<input checked="" type="checkbox"/>	Pending Clerk Review Filings	Displays all filings the current user has submitted and are pending review by the court
<input checked="" type="checkbox"/>	Rejected Filings	Displays all filings the current user submitted and have been rejected by the court
<input checked="" type="checkbox"/>	Service Received	Displays all filings the current user has received Electronic Service

3. Click **Save**.

Create a New Filing

- Click **Create Filing** in the upper-left portion of the page.


See Create a Filing for a New or Existing Case for more information.

Access the Filing Queues

- Click **Filings** in the upper-left portion of the page.

See Using the Filing Queues for more information.

Access Your Cart


- Click the **Cart** icon () at the top of the page to access your cart to manage filings that have yet to be filed.

See Cart for more information.

Note

If you have filings in your cart, it will be indicated by a number next to the **Cart** icon. If you have no filings in your cart, the icon will be grayed out.

View Your Notifications

- Click the **Notifications** icon () at the top of the page to view your Notifications.

See Notifications for more information.

Navigating E-MACS

See below for tips on navigating through E-MACS.

Filing Process Navigation

During the process of creating and submitting a filing, a Filing Progress bar will appear. This bar displays the steps you'll be going through in the process of creating or editing a filing. You can also click a step on the Filing Progress bar to jump to that screen.



Returning to the Home Page

Click the **Appellate E-Filing** header at any time in E-MACS to return to the Home page.

Help Text

Many fields in E-MACS have helpful information that can be viewed by hovering over the **Help** icon (?).

Required and Conditional Fields

Required fields are indicated with a red asterisk (*).

Some fields are only required if a previous field is or is not filled out. These are indicated with a red up arrow (^). Hover over the arrow in order to view requirements for the field.

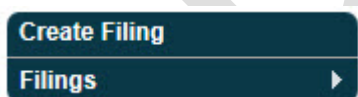
NOTE

If you receive an error for neglecting to fill out or select from a required field, you will receive an error when clicking **Next** to proceed to the next page. Clicking on the error message at the top of the page will cause the missed field to glow red, alerting you to where you need to make a selection or enter information.

Create an Electronic Filing or Access Filing Queues

From any page within E-MACS, you can create a new filing or review existing filings via the menu in the upper-left corner.

From the **Filings** menu, you can access Draft, Pending Clerk Review, Rejected, Error, and Approved filings. Refer to Using the Filing Queues for more information..



Notifications, Cart, and User Account Management

View notifications, access the cart, and view/update your user information or logout via the icons located in the upper-right corner of any page in E-MACS.



Using the Filing Queues

The filing queues allow users to organize e-filings based on the status of the filing. For instance, there is a queue for filings that are in progress and saved (draft), submitted filings that are awaiting approval from the clerk's office, rejected filings, etc. Refer to the table below for a description of each queue.

Note

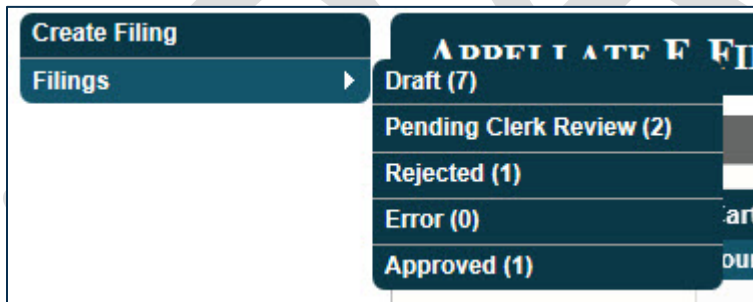
Each of the filing queues will only display filings from the last 60 days.

Accessing a Filing Queue



1. On the E-MACS Home page, click **Filings** in the upper-left portion of the page.



2. From the options that appear, select the queue you would like to access. Refer to the table below for a description of each queue.



Field	Description
<i>Draft</i>	<p>This queue contains filings that have been created but not submitted to the courts.</p> <p>To edit a draft filing, click the filing name.</p> <p>To add a filing or multiple filings to the cart for submittal, check the checkbox for the appropriate filing(s) and click the Add to Cart button.</p>
<i>Pending Clerk Review</i>	<p>This queue contains filings that have been submitted to the courts but have not yet been approved or rejected.</p> <p>Click a link for the filing to view the details about that filing.</p>

<i>Rejected</i>	<p>This queue contains all submitted filings rejected by the clerk's office.</p> <p>Click a link for the filing to view the details about that filing.</p> <p>To edit and resubmit a filing, click the Edit/Resubmit icon () for that filing.</p>
<i>Error</i>	<p>Filings submitted but failed to be received by the court.</p> <p>To edit and resubmit a filing, click the Edit/Resubmit icon () for that filing.</p>
<i>Approved</i>	<p>This queue contains filings that have been approved by the clerk's office.</p> <p>This queue lists filings approved in the last 30 days.</p> <p>Click a link for the filing to view the details about that filing.</p>

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Create a Filing for a New or Existing Case

When creating a filing in E-MACS, you have the option of submitting a filing for a new case or in an existing case.

Use the “New Case” option for cases that have not yet been opened in the appellate courts and do not have a filing number in the court to which you are submitting the filing. This includes, for example, a notice of appeal to the court of appeals or supreme court, or a petition for a writ to either court.

Use the “Existing Case” option for cases that already open in the appellate courts and have a filing number assigned to the case (e.g., A10-xxxx).

A note about filing a Petition for Further Review (PFR)

A petition for further review to the supreme court must be submitted as a new filing, because the existing court of appeals case number only applies to the court of appeals. Once the PFR is accepted, the clerk’s office will establish the supreme court case, and assign the existing file number to that case. Subsequent filings, if any, for that case will be made using the “existing case” filing option.

Also, when filing a PFR, do not separately upload the court of appeals opinion if it is already included in the addendum.

Create a Filing

1. Click **Create Filing**.
2. Select "Supreme Court" or "Court of Appeals" from the **Court Level** drop-down list.

A screenshot of a web form showing a drop-down menu labeled "Court Level*". The menu is currently closed, showing a small downward arrow icon on the right side of the text box.

3. Click **New Case** or **Existing Case**.

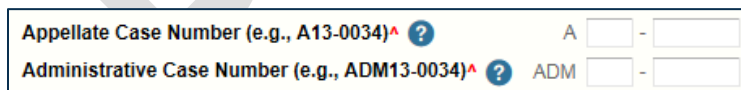
Depending on the option you selected, do the following:

For a new case filing:

- a. Click **Next**.

For an existing case filing:

- a. Enter the case number in either the **Appellate Case Number** or the **Administrative Case Number** field. Note that the number consists of a two-digit year and the 4-digit file number.

A screenshot of two input fields for case numbers. The first field is labeled "Appellate Case Number (e.g., A13-0034)^" with a question mark icon. It contains the letter "A" in a small box, followed by a hyphen and another empty box. The second field is labeled "Administrative Case Number (e.g., ADM13-0034)^" with a question mark icon. It contains the letters "ADM" in a small box, followed by a hyphen and another empty box.

Please refer to the Frequently Asked Questions for information on how to locate the case number.

- b. Click **Next**.
4. For both filing types, you will then be led through a series of different pages, listed below.

NOTE

If you receive an error for neglecting fill out or select from a required field, you will receive an error when clicking **Next** to proceed to the next page. Clicking on the error message at the top of the page will cause the missed field to glow red, alerting you to where you need to make a selection or enter information.

Note that some of the following pages are available only for certain filing types.

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Case Information

The **Case Information** page allows you to enter details of the case related to your filing.

CASE INFORMATION

▼ Details

Court

Court of Appeals

Type*

▼

Subtype

▼

Originating Court or Agency

▼

Originating Court or Agency File Number

Name of Decision Maker

Originating Court or Agency Full Case Title

Next

Field	Description
<i>Court</i>	The destination court of your filing. This was selected on the previous screen.
<i>Type (required)</i>	The type of filing.
<i>Subtype</i>	The subtype of the case filing.
<i>Originating Court or Agency</i>	The name of the originating court or agency. Options include: <ul style="list-style-type: none">• Agency• District Court• Original Jurisdiction• Tax Court• WCCA
<i>Originating Court of Agency File Number</i>	The file number of the originating court of agency.
<i>Name of Decision Maker</i>	The name of the decision maker.
<i>Originating Court or Agency Full Case Title</i>	The originating court of agency full case title.

Party Information

The **Party Information** page allows you to enter details of the party who is filing on the case.

PARTY INFORMATION

▼ Party

Type*

Involved in Appeal

Appellate Role^

Orig. Court/Agency Role^

Representation*

Add Another Party

PreviousNext

Field	Description
Type (required)	The type of party (Person or Organization).
Name (required)	The name of the organization. Appears only if a Type of "Organization" was selected.
First Name (required)	The first name of the person. Appears only if a Type of "Person" was selected.
Last Name (required)	The last name of the person. Appears only if a Type of "Person" was selected.
Middle Name	The middle name of the person. Appears only if a Type of "Person" was selected.
Involved in Appeal	Check to indicate if party is part of the appeal. If the party is not involved in the appeal, leave the box unchecked.
Appellate Role	<p>The role of the party for the case. Required only if Involved in Appeal checkbox is checked.</p> <p>Please refer to the Appellate Role Definitions section at the end of this manual for more information on the available roles.</p>
Orig. Court/Agency Role	The role the party had in the originating case. Required only if Involved in Appeal checkbox is not checked.
Representation (required)	<p>Indicates if party is represented by an attorney or is self represented.</p> <p>Selecting "Attorney" requires entry of a attorney bar ID. Selecting "Self-represented" requires entry of contact information of party.</p>
Attorney Bar ID (required)	<p>The bar ID of the attorney representing the party. Option only available if "Attorney" was selected for Representation.</p> <p>If this field appears, a link below it will display allowing you to look up attorney bar IDs via the Minnesota Judicial Branch Lawyer Registration Database. Note that this database is not connected to E-MACS in any way and serves only as a resource to look up attorney</p>

information.

*Phone Number, Email
Address, Address
Line 1, Address Line
2, Address Line 3,
City, State, Zip Code*

The contact information for the party. Option only available if "Self-Represented" was selected for **Representation**.

If necessary, click **Add Another** to add another party to the filing.

DRAFT

Filing Information

The **Filing Information** page allows you to enter details of the filing you're currently working on.

FILING INFORMATION

Details

Court

Court of Appeals

Type*

Subtype*

Filed on Behalf of^

Party or Participant

asdasd

Filed on Behalf of Other^

Expedited Handling Requested

?

Expedited Handling Comments

Comments

Previous

Next

Field	Description
<i>Court</i>	The destination court of your filing. This was selected previously and cannot be edited.
<i>Type (required)</i>	The type of the filing. Please refer to the E-filing Types and Subtypes section at the end of this manual for more information.
<i>Subtype (required)</i>	The subtype of the filing. Subtype options will vary based on the Type selected.
<i>Filed on Behalf of</i>	The name(s) of the individual(s) submitting the filing. Options available were entered on the Parties page. Required if Filed on Behalf of Other field is not used.
<i>Filed on Behalf of Other (required)</i>	Name of individual submitting the filing (if not entered as a Party). Required if no Filed on Behalf of selections are made.
<i>Expedited Handling Requested</i>	Check to indicate that expedited handling is requested.
<i>Expedited Handling Comments</i>	Comments for expedited handling. Required if Expedited Handling Request checkbox is checked.
<i>Comments</i>	Additional comments filer would like to include for the reviewing of the filing.

Fees Not Required

Check if fees are not required for this filing.

Fees Not Required
Comments

DRAFT

Upload Lead Document

The **Upload Lead Document** page allows you to upload the document(s) to be included on your filing.

Documents may require a bit of preparation on the part of the user before being uploaded to an e-filing. Please refer to the **Preparing Documents for E-Filing** guide on the Clerk of Appellate Courts [E-Filing page](#) for details.

UPLOAD LEAD DOCUMENT

▼ Lead Document

Name: Motion - Extension of Time - File Appeal File*: Browse...

Part^: 1 Total Parts^: 1

Confidential Requested: ☐ Confidential Reason^:

Comments:

[Add Another Part](#) [Previous](#) [Next](#)

Field	Description
Name	The Name is pre-populated from the Type and Subtype drop-down lists from the Filing Information page.
File (required)	Allows user to browse for and attach document to filing.
Part (required if a file is uploaded)	Part number if the document was separated into parts.
Total Parts (required if a file is uploaded)	Total number of parts if the file was separated into parts.
Confidential Requested	Check to request that the document be set to confidential. The clerk's office will decide whether or not to grant the confidentiality request.
Confidential Reason	Reason for confidentiality request for document. Required if Confidential Requested checkbox is checked.
Comments	Additional comments filer would like to include to filing reviewer about the document.

If necessary, click **Add Another** to add another lead document to the filing. This will be necessary if your document is to be uploaded in multiple parts.

Upload Decision, Upload Addendum, Upload Attachment, Upload Other, etc.

These pages may be encountered in the course of creating an electronic filing and are meant for the uploading of additional document types. They operate in the same way as the Upload Lead Document page. Refer to the information message at the top of each page for details on the type of document to be uploaded on that page.

A note about filing a Petition for Further Review (PFR)

When filing a PFR, do not separately upload the court of appeals opinion if that opinion is already included in your addendum.

DRAFT

Service Information

The **Service Information** page lists the registered e-filers that will be served by the system. For other parties, the method of service is entered here.

SERVICE INFORMATION

E-MACS Service Recipients

Name	Role	Representing	Address	Service Method
No records were found.				

Conventional Service Recipients

Name	Role	Representing	Address	Service Method	Service Date
asdasd	Certified Questions - Defendant	Self-Represented		<div></div>	<div></div>

Additional Service Information

Other Served

Comments

Service Document

Name ?	Proof of Service	File	
			<div>Browse...</div>

Comments

Add Another

Previous

Next

Field	Description
E-MACS Service Recipients section	This section is for parties to the case who are registered E-MACS users. These users can be set to be served electronically via E-MACS.
<i>Service Method</i>	The method of service for the recipient ("E-MACS Service" or "None").
Conventional Service Recipients section	This section is for parties to the case who are not registered E-MACS users.
<i>Service Method</i>	The method of service for the recipient.
<i>Service Date</i> (<i>Conventional Service Recipients</i> section only)	The date of service for the recipient. Click the calendar icon or enter the date as mm/dd/yyyy. Entering "c" will give you the current date. (c- and c+)
Additional Service Information section	

<i>Other Served</i>	Any other party represented/connected to the case.
<i>Comments</i>	Additional comments filer would like to include.
Service Document section	
<i>File</i>	Allows filer to browse for and attach proof of service document to filing.
<i>Comments</i>	Additional comments filer would like to include to filing reviewer about the document.

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Filing Summary

The **Filing Summary** page allows you to review your filing. From this page, you can:

- Edit any part of the filing by clicking **Edit Filing**.
- Save the filing and begin a new one by clicking **Save Filing and Upload Another Filing**.
- Proceed to file the filing by clicking **Save Filing and Check Out**.

FILING SUMMARY

▼ Case Details

Court

Court of Appeals

Case Type

Criminal - Conviction or Order (Defense Appeal)

Originating Court or Agency

Originating Court or Agency File Number

Name of Decision Maker

Originating Court or Agency Full Case Title

▼ Filing Details

Filing Type

Motion - Extension of Time - File Appeal

Filed on Behalf of

asdasd

Filed on Behalf of Other

Expedited Handling Requested

Expedited Handling

Comments

Party Details

Name	Type	Involved in Appeal	Appellate Role	Orig. Court/Agency Role	Address	Phone	E-mail Address	Attorney
asdasd	Organization	✓	Certified Questions - Defendant	Defendant				

Documents

Name	No Written Decision Comments	Confidential Comments	Comments
Motion - Extension of Time - File Appeal			

E-MACS Service Recipients

Name	Role	Representing	Address	Service Method
No records were found.				

Conventional Service Recipients

Name	Role	Representing	Address	Service Method	Service Date
asdasd	Certified Questions - Defendant	Self-Represented		Mail	09/30/2014

5. When finished, do one of the following:

- **Edit the filing:** Click **Edit Filing**.
- **Save the filing and begin a new one:** Click **Save Filing and Upload Another Filing**. This will add your current filing to the Draft Filing Queue.
- **Add the filing to your cart for submittal:** Click **Save Filing and Check Out** at the bottom of the Filing Summary page.

Refer to the Cart section for details on using the cart and submitting a filing.

If there are any fees associated with your filing, you will be prompted to pay after submitting your filing from the cart. Refer to the Paying Fees section for more information.

After creating and saving a filing, it will be added to the cart. From the cart, you can further review and edit your filing, submit your filings, and remove filings from the cart.

Submitting Filings

1. Click **Submit Filings**.

You will be presented with an E-MACS confirmation number and submission date. Click **Print** to view and print a PDF document of your submission confirmation.

Note

It is important that you retain your confirmation number.

Once a filing has been submitted, it will be reviewed and processed by the clerk's office. Once reviewed, you will receive an e-mail message informing you that your filing has been:

- **Approved:** Approved filings will then appear in E-MACS in the Approved queue.
See Using the Filing Queues for more information.
- **Rejected:** Rejected filings will then appear in E-MACS in the Rejected queue.
See Using the Filing Queues for more information.
- **Received - No Further Action:** Received - No Further Action filings will then appear in E-MACS in the Rejected Queue. In this case, it is important to note that your submission has not been filed with the courts.

See Using the Filing Queues for more information.

Note

Filings in the Rejected queue can be resubmitted. See Using the Filing Queues for more information.

Removing Filings from the Cart

1. Click the **Remove** icon (✕) for any filings you wish to remove from the Cart. A confirmation message will appear.
2. Click **OK**.

The filing is now removed from the Cart and added back to the Draft queue.

Editing Filings

- Double-click a filing to be brought to the Filing Summary page for that filing. See the Create a Filing for a New Case or an Existing Case section for more information on the Filing Summary page.

Pay Fees

If there are any fees associated with your filing, you will be prompted to enter payment information after clicking **Submit Filings** from the cart.

To Pay Fees

1. On the **Make a Payment** page, enter your contact information.
2. Enter your method of payment in the Payment Method section. Information includes:
 - Credit card number. Note that accepted credit card types include Discover, MasterCard, and Visa.
 - Credit card expiration date
 - Credit card billing address. Click the appropriate radio button to use the contact information on this page as your billing address. If the billing address is different, click **Use a different address**. You will be prompted to enter your billing address.
3. Click **Continue**.


Once complete, you will receive an e-mail confirmation of your payment.

Notifications

The Notifications feature of E-MACS allows you to receive notifications for:

- Confirmation that a filing has been submitted for approval, and if accepted, has been approved and filed.
- Notice that a filing has been rejected.
- Notice that service has been made by an e-filer in a case for which you are registered to receive e-service.



Notifications can be reviewed from within E-MACS, via your e-mail, or both.

The **Notifications** icon () appears in the upper-right portion of every page in E-MACS. This icon remains blacked out if you have no current unread notifications. If you have any new notifications, the icon will include the number of notifications in the lower-right portion of the icon.

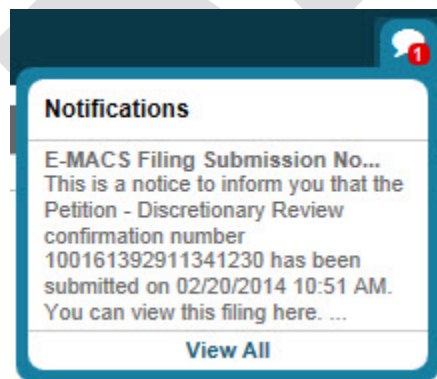
Setting Your Notification Preferences

Your notification preferences are set from your account information page. Refer to the Maintaining Account Information section for more information.

Accessing the Notifications Page

1. From any page in E-MACS, click the **Notifications** icon () at the top of the page to view your notifications. Note that you can also click the blacked-out **Notifications** icon () to access the Notifications page.
2. If you have any unread notifications, its summary will appear in the pop up that displays. Click the summary to access the notification directly.

Otherwise, click **View All** to access the Notifications page.



Viewing Notifications

Any unread notifications will appear in the **Notifications** section of the Notifications page. Click a specific notification to view its details.

Notifications			
<input type="checkbox"/>	Date ▾	From	Subject
<input type="checkbox"/>	Thu Feb 20 11:32:37 EST 2014	E-File	E-MACS Filing Rejection Notice
<input type="checkbox"/>	Thu Feb 20 10:51:51 EST 2014	E-File	E-MACS Filing Submission Notice
1 to 2 of 2 records			

Marking a Notification as Read/Unread

1. Check the checkbox for a specific notification.
2. Click **Mark Read** or **Mark Unread**.

Mark Read

Mark Unread

Marking a notification as "Read" will remove it from the main Notification page, while marking one as "Unread" will cause it to appear on the main Notification page.

Frequently Asked Questions

Please click on a question to view its answer.

Further Support

Who can I contact if I need help?

If you have questions that cannot be resolved by this Frequently Asked Questions section or elsewhere in the E-MACS documentation, contact the following:

651-227-2002 (if calling from metro area codes 612, 651, 763, 952)

1-855-291-8246 (if calling from all other area codes)

E-Filing Availability

When will e-filing become available?

Please refer to the Clerk of the Appellate Courts [E-Filing website](#) for information on the rollout of E-MACS.

Who is currently authorized to e-file and on what case types?

Please refer to the Clerk of the Appellate Courts [E-Filing website](#) for information on who is authorized to e-file with E-MACS.

Is e-filing mandatory?

No, e-filing is not mandatory. Please refer to Rule 125 in the [Minnesota Rules of Civil Appellate Procedure](#) document for details.

Registering for E-Filing

How long after I register will it take before I can e-file?

Attorneys can e-file immediately after completing the registration process.

The accounts of other users who register will be reviewed within 2 business days after registration. Users will be notified via e-mail whether or not their account has been approved.

Why do I have to take a test before I can e-file?

To promote understanding of the rules and methods for using E-MACS, users are required to take and pass a short test before being authorized to use E-MACS.

How many times can I take the test?

You can take the test an unlimited amount of times.

What are the rules for creating a username?

Any username you create cannot be in use by another E-MACS user.

What are the rules for creating a password?

Passwords must be from 6 to 8 characters.

My Account Information

I forgot my password. How do I access my account?

Go to the login page of E-MACS and click **Forgot Password?**. You will be prompted to enter the e-mail address you used when registering in order to request a new password.

How do I change my password?

While in E-MACS, click your name in the upper-right corner of the page and select "My Account" to access the User Administration page. From here, you can change your password.

How do I change my account information?

While in E-MACS, click your name in the upper-right corner of the screen and select "My Account" to access the User Administration page. From here, you can change your personal account information.

Refer to Maintaining Account Information for more information.

If my account information changes (firm, phone number, e-mail address, etc.), how should the court be notified of the change(s)?

You will need to change the information in your E-MACS account.

Refer to Maintaining Account Information for more information.

E-Filings

General Filing Questions

How long does it take to file an appeal?

The time it takes to file an appeal will vary greatly based on a number of different factors. If this is your first time filing an appeal, and/or you need to enter party details or upload a large number of documents, it could take more than an hour to file an appeal.

Note that if you're not an attorney, you will not be able to file until the clerk's office reviews and approves your account.

Can I use E-MACS to e-file and e-serve documents in the district courts?

No. E-MACS can only be used for filing and serving documents in the court of appeals and supreme court.

Can I use the district court e-filing system (EFS) to serve documents related to an appeal?

No. Appellate court documents may not be filed or served using the district court e-filing and e-service (EFS) systems. However, under RCAP 103.01, the appellant may use EFS to serve a copy of the notice of appeal on the trial court administrator and the adverse parties. In that case, the appellant will need to file proof of service with the appellate court, using any of the service methods authorized by rule 125.03.

When do I need to submit an e-filing by to be considered submitted that business day?

A filing must be submitted by 11:59 p.m. in order to be considered submitted for that business day.

What does it mean for an e-filing to be "submitted" vs. "filed"?

An e-filing that has been "submitted" has been sent electronically to the clerk's office for review. It is not yet approved or rejected.

An e-filing that is "filed" has been approved by the clerk's office, and you will have received a notification of the approval.

If an e-filing is rejected by the clerk's office, will the original date of submission be preserved?

No. If your filing is rejected for any reason, your original date of submission will not be preserved.

What does it mean to e-file on a new case?

Use the "New Case" option for cases that have not yet been opened in the appellate courts and do not have a filing number in the court to which you are submitting the filing. This includes, for example, a notice of appeal to the court of appeals or supreme court, or a petition for a writ to either court.

A petition for further review to the supreme court is a new filing, because the existing court of appeals case number only applies to the court of appeals. Once the PFR is accepted, there will be a supreme court case with the existing file number, and subsequent filings for that case will be "existing case" filings.

When e-filing on an existing case, how do I find the case number?

If you don't already have a case number, use the [Minnesota Appellate Courts Case Management System](#) to look up the case number.

How will I know if I have successfully submitted an electronic filing?

After submitting an e-filing, you will receive a confirmation e-mail regarding your submission. This does not, however, mean that your filing has been accepted by the clerk's office. A second e-mail will be sent when the filing has been reviewed and approved by the clerk's office.

After submitting a filing, I received a notification that my filing was "Received - No Further Action." What does this mean?

Filings that have been designated as "Received - No Further Action" have neither been accepted nor rejected. They will appear in the Rejected filing queue, and it is important to note that the submission has not been filed with the courts.

See the Using the Filing Queues section for more information.

How do I e-file a petition for review (PFR)?

When beginning the filing process for a petition for further review, select "New Filing," select a Court Level of "Supreme Court" and click "New Case." You can add the court of appeals file number in the **Comments** field of the Filing Information page.

How do I know which filing type and subtype to choose when e-filing?

Please refer to the Type and Subtypes section for details on the filing type and subtypes you can select from on the Filing Information page.

When should I request that a filing be confidential and kept under seal?

- For filings in cases that were entirely under seal in the district court (e.g., adoption, paternity)
- For in forma pauperus applications that contain personal financial information
- For documents received as exhibits in the district court that contain medical or financial information

Can I resubmit a rejected filing?

Yes. Click the **Edit/Resubmit** button from Rejected Filing Queue to correct the errors found by the clerk's office. Note that the original date of submission will not be preserved unless otherwise directed by the court.

Please see the payment questions in this FAQ for info on how payment will be handled on rejected filings.

Do any filings need to be submitted in paper form in addition to be e-filed through E-MACS?

Yes, briefs must be both e-filed and submitted in paper form.

Please refer to the [Clerk of Appellate Courts](#) web page for links to current standing order regarding the number of briefs to be filed for both the Supreme Court and Court of Appeals.

Should I respond to any notification e-mails I receive?

Please do not respond to any e-mails you receive from E-MACS.

Who will be served electronically by E-MACS?

Minnesota attorneys who have registered for E-MACS will be served by E-MACS when you submit your documents

On new cases, all other parties must be served in a manner authorized by the appellate rules.

On existing cases, all other parties will be served when you file your documents.

When is an affidavit or other proof of service required?

If the document is served through E-MACS, no other proof of service is required.

An affidavit or other proof of service is required when a party is personally served, served by U.S. mail, or by electronic means other than E-MACS (with the consent of the party served).

Document-related Questions

What is the size limit for documents?

25MB. If a document is larger than 25MB, you must divide the document into separate parts and upload each part separately. Use the **Add Another** link on the appropriate document upload page to upload additional parts of a document.

Will documents I e-file be available for view by the public?

Most filed with the appellate courts will be accessible by the public at the Judicial Center. E-filed documents are accessible to the e-filer and to those who were served with those documents. Many documents are not generally available to the public online, however.

What document file types can I upload to my e-filing?

E-MACS accepts the following document types:

- Microsoft Word
- PDF
- WordPerfect
- RTF
- .txt

How do I e-file an errata sheet?

An errata sheet should be filed with a filing type of "Correspondence" and a subtype of "Incoming." The errata sheet should then be attached to the e-filing.

If e-filing the errata sheet for a brief, be sure to submit the required number of paper copies.

Who is responsible for redacting documents, to remove or segregate information that is not accessible to the public?

The e-filer is responsible for redacting documents.

What information must the e-filer redact before submitting documents?

See Rule 112 of the [Minnesota Rules of Civil Appellate Procedure](#) (click the "Adobe PDF" link) for details on confidential information that should be redacted from submitted documents.

Some of this confidential information includes:

- names and identifying information of crime victims and alleged victims of sexual or domestic assault
- financial identifiers, such as social security numbers and bank account information
- names of parents and children in juvenile protection cases

Failure to redact sensitive information could result in rejection of your filing or other sanctions.

Will the clerk's office correct redaction errors in e-filed documents?

No.

Do I need to submit paper copies of any documents I e-file?

Any unrequested paper copies of e-filed documents that are submitted to the clerk's office will be discarded with no notice to the filer.

Fees and Payment

What fees are associated with e-filing with E-MACS?

Fees are as follows for each court:

Supreme Court Filing Fees

- Notice of Appeal/Petition for Writ of Cert. - \$550
- Petition for Further Review - \$550
- Petition for Rehearing - \$100
- Petition for Accelerated Review - \$100
- Extraordinary Writs (mandamus/prohibition) - \$550

Court of Appeals Filing Fees

- Notice of Appeal/Petition for Writ of Certiorari - \$550
- Notice of Related Appeal - \$100
- Extraordinary Writs (mandamus/prohibition) - \$550
- Petition for Discretionary Review - \$550

Will I be charged a convenience fee for using E-MACS?

No, there is no convenience fee charged for the use of E-MACS at this time.

What credit card types are accepted for payment?

Accepted credit card types include Discover, MasterCard, and Visa.

DRAFT

Additional Information

E-Filing Types and Subtypes

The E-Filing type and subtype are selected on the Filing Information screen during the process of creating a filing. Listed below is each available e-filing type, with each associated subtype.

For Court of Appeals Cases:

- Affidavit
- Brief
- Motion
- Notice
- Other
- Petition

For Supreme Court Cases:

- Affidavit
- Administrative
- Complaint
- Motion
- Notice
- Other
- Petition

Appellate Roles

Please refer to the table below for information on appellate roles as they relate to filing types.

When filing a:	Appellate roles are as follows:
Petition for Writ of Certiorari	Relator is the initiating party (party filing the appeal) to the appellate case, opposing parties to the case are Respondents .
Petition for Discretionary Review, Petition for Writ of Mandamus, Petition for Writ of Prohibition, Petition for Disciplinary Action, Motion for Consolidation under Rule 113.03 (Interdistrict Assignment), Petition for Review of BLE Decision, Petition for (Attorney) Reinstatement, Election Contest, Administrative Rule Declaratory Judgment	Petitioner is the initiating party and opposing parties to the appellate case are Respondents .
Notice of Appeal	Appellant is the initiating party and opposing parties to the appellate case are Respondents .
Certified Question (MN Court) – Civil (filed as a notice of appeal)	Appellant is the initiating party and opposing parties to the appellate case are Respondents .
Certified Question (MN Court) – Criminal (initiated by the district court with the filing of the order certifying the question)	Parties retain their district court party designations of Plaintiff and Defendant .
Certified Question (Foreign Court) (initiated by a foreign court filing an order certifying the question to the MN Supreme Court)	Parties retain their foreign court party designations.
Juvenile Delinquency – Certified Question	Parties retain their district court designations.